

DEPARTMENT OF GENERAL SERVICES
W. PAUL MARTIN DISTRICT COURT/MULTI-SERVICE CENTER

PEST CONTROL SERVICE CONTRACT
DETAIL SPECIFICATIONS

1. SCOPE OF WORK

- A. The service to be provided under the terms of these specifications shall consist of furnishing all necessary labor, materials, approved chemicals, and supervision, to control, prevent, destroy, repel, or mitigate all pests and/or rodents, inside and outside of this center known as **W. PAUL MARTIN DISTRICT COURT/MULTI-SERVICE CENTER**, 201 Baptist Street, Suite 18, Salisbury, Maryland 21801-4964.
- B. It shall be the responsibility of the bidder to make a complete survey of the services to be covered and required in this specification. The bidder is encouraged to inspect the premises before submitting a bid. Any misunderstanding arising from the selected bidder failing to make the survey or inspection shall not relieve that bidder from fulfilling this contract without additional cost to the facility. Termite control is not part of this contract, and no such license is required.
- C. These specifications relate specifically to the building and grounds as indicated on the cover sheet of these bid documents under the control of the Department of General Services, State of Maryland.

2. QUALIFICATIONS OF BIDDER

- A. The contractor shall have a minimum of three (3) complete and consecutive years of providing Pest Control for this size and type of building, (courthouse/office building, size 224,500 square feet) and must meet all Supplementary General Conditions, and Detailed Specifications. The three (3) complete and consecutive years required must have been immediately prior to bidding this contract. The experience of officials gained prior to the formation of a corporation or other business entity can be considered when evaluating responsibility.
- B. The contract must provide to the Regional Manager with this Bid Proposal, evidence of contractor's reliability, ability, and experience by furnishing:
 - 1. List of past/present customers (5)
 - 2. List of certified licensed employees that will service the center
 - 3. Pest Control business license number, one (1) copy

3. APPROVED CHEMICALS

- A. All chemicals used shall be **MILD ODOR OR ODORLESS** and shall be registered with the Federal Department of Agriculture and the E.P.A. and in accordance with the Maryland Department of Agriculture Pesticide Registration and Labeling Laws.
- B. No pesticide or equipment shall be housed or stored in this facility.
- C. Material safety data sheets must be furnished to the Regional Manager for each chemical used at this facility.

4. AREAS TO BE SERVICED AND FREQUENCY OF SERVICE

- A. Services shall be rendered monthly which will consist of inspections, treatment and monitoring of all areas mentioned in this Contract. Treatment will include but not limited to, cracks and crevices, spot, and general application of residual material where appropriate, dusting of wall voids and pipe or wire chases, placement of insect or rodent baits. **Bait stations above ceiling should be checked monthly.** Any baits left in open spaces must be mapped showing locations throughout the building. **THIS INFORMATION MUST BE KEPT CURRENT AND FILED WITH THE MAINTENANCE SUPERVISOR.** Call backs as needed at **NO ADDITIONAL COST TO THE CENTER UNDER THIS CONTRACT.** The Contractor shall contact the Maintenance Supervisor's office before and after chemicals are used.
- B. Unless mutually agreed between the Contractor and the Regional Manager and/or Maintenance Supervisor, the hours for the performance of this contract shall be Monday through Friday between the hours of 7:00 a.m. and 3:30 p.m.
- C. **AREAS TO BE COVERED ARE AS FOLLOWS:** On the first visit the Contractor shall place the first application of pesticide and/or rodent control chemicals in the areas of every room on ground level, first, second, and third floor, roof, and exterior of the building walls. On Monthly visits thereafter the Contractor shall treat the following areas on a schedule mutually acceptable with the Regional Manager or Maintenance Supervisor. Each area should receive a minimum of four (4) treatments per year.

GROUND LEVEL

- A. Garage areas
- B. Lock Up Area (Jail Cells, Storage)
- C. District Court Area

- D. Maintenance Room
- E. Mechanical and Electrical Rooms
- F. Telephone Room
- G. Trash Room
- H. Lobby Handicap Entrance
- I. Storage Rooms
- J. Judge's Elevator and File Room

FIRST FLOOR

- A. General Services & Support Services
- B. Lobby and Stairs
- C. Parole and Probation
- D. Conference Room
- E. Juvenile Services
- F. Public Restrooms
- G. Garage Areas
- H. Internal Investigation offices

SECOND FLOOR

- A. Assessments and Taxation
- B. Fire Marshal offices
- C. Staff Lounge and Restrooms
- D. Training Room
- E. Child Care Administration
- F. Mechanical Room/Telephone Room
- G. Hallways/Lobby Areas
- H. Public Defender offices
- I. District Court offices
- J. Court Rooms
- K. Judge's Chambers
- L. Holding Cells
- M. Maryland Office of Planning
- N. All Public and Private Restrooms
- O. Bailiff's office
- P. Legal Aid/Self Help office

THIRD FLOOR

- A. Social Services offices, hallways, staff lounge, restrooms, and waiting areas
- B. Court of Appeals of Maryland
- C. Administrative Hearings
- D. Maryland Department of the Environment offices

- E. Maryland Department of Natural Resources Forestry offices
- F. Department of Veteran's Affairs
- G. Office of Attorney General/Consumer Protection
- H. All public and private restrooms
- I. Lobby areas

EXTERIOR, ETC

The exterior perimeter of the building, all elevators, elevator pit areas, stairways and stairwells, and exterior parking garage areas are to be treated a minimum of four (4) times per year, every three (3) months, (i.e., March, June, September, and December). All areas not mentioned are to be considered a part of this contract if they are a part of this complex interior or exterior.

- D. The Regional Manager and/or Maintenance Supervisor will be the MONITOR under this Contract for the Salisbury District Court/Multi-Service Center as stated in the cover sheet. The MONITOR will contact the contractor for call back service at no additional cost to this contract.
- E. If any urgent situation occurs within two or three days preceding a regularly scheduled visit, the Contractor may be excused from making the scheduled visit provided he accomplishes on the urgent visits all services which would normally have been done on the scheduled visit, provided such services are provided during normal working hours. Any such urgent situation is deemed to fall within the normal scope of this contract and as such there is to be no additional charge for such visit.

5. CONTRACTOR'S RESPONSIBILITIES

- A. Contractor shall commence with the initial pest control application within seven (7) days of the start date of this contract.
- B. The Contractor shall provide a minimum of thirty-five (35) monthly follow-up pest control applications during the term of this contract. Call backs will increase the number.
- C. Material Safety Data Sheets will be made available to the Regional Manager or Maintenance Supervisor on all chemicals used or scheduled to be used in this facility.
- D. In the event of pest sightings by Client and the Contractor is called, the successful provider will respond within forty-eight (48) hours at no cost to the Department of General Services.

6. SERVICE SCHEDULE

- A. Service schedule for routine work will be worked out and turned over to the Maintenance Supervisor before work begins. The schedule should cover the day each month's service will be performed and any other pertinent information in reference to this contract.

7. DURATION OF CONTRACT

The Contractor shall commence the specified services beginning **July 1, 2022**, through **June 30, 2025**, for the three (3) year term.

8. PAYMENT TO THE CONTRACTOR

- A. At the end of each calendar month, the Contractor shall render his account, in triplicate, for work performed during that month. The account submitted for payment shall not exceed one thirty-sixth (1/36) of the lump sum cost of the contract.
- B. The Contractor shall indicate their **FEDERAL TAX IDENTIFICATION OR SOCIAL SECURITY NUMBER ON THE FACE OF EACH INVOICE BILLED TO THE STATE**. Invoice must include Contract Number or Title.

Invoices shall be mailed to:

**Department of General Services
Fiscal Services Division, Accounts Payable
301 W. Preston Street, Room 1309
Baltimore, Maryland 21201**

- C. No invoices will be accepted in advance of service. Service must be completed within the month required before billing.

9. BASE BID

Base bid shall be a total cost for the three (3) year term of this contract which reflects all services as described in these Detailed Specifications.

10. BASIS OF AWARD

This contract will be awarded to the responsible and responsive bidder submitting the lowest base bid.